



**Town of Arlington, Massachusetts**  
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## Minutes 01/11/2007

Arlington Cultural Council  
Minutes of January 11, 2007  
Robbins Memorial library  
Arlington, MA

Present: Karen Dillon, Tom Formicola, Michele Meagher, Jean Yoder, Sharon Shaloo and Roz Cummins  
Absent: Betsy Campbell and Elinore Kagan

Tom Formicola called the meeting to order at 7:30p.m.

### ITEM 1: Approval of meeting minutes

The council reviewed meeting minutes from September, October, November and December of 2006. Inaccuracies and errors were corrected and Tom moved to approve the minutes as amended. Roz seconded and all approved.

### ITEM 2 :RFP's

Two requested for payment were received this month:

Grant number 2006-01 Arlington Children's Theatre \$ 500.00

Grant number 2006-12 Pierce School \$ 300.00

Tom moved to approve the funding for the two requests Michele seconded and all approved. Karen is delivering the paperwork to Elinore for processing.

Three projects from 2005-2006 grant cycle have not received their checks:

Grant # 2005-12 Townwide Enrichment Committee

Elinore notes that the check was sent to Hardy School PTO. They should check with Hardy or call Pam Alfano in the office of the comptroller.

Grant # 2005-01 Cynthia Tollen

Elinore noted that Delayed pending receipt of second copy of request for payment. Submitted to town on 12/28.

Grant # 2006-06 The Community Intervention Project

Elinore noted that this was the grant for which there was inadequate paper

work. (We agreed to put it through for payment as is (submitted to town on 12/28).

Cynthia Tollen and Townwide Enrichment should receive checks by end of next week, if they haven't already done so. Note that insufficient paperwork really slows down the process.

Alison Vannah also has not received a check from the 2006 grant cycle. Elinore will look into this as well. ITEM 3 : Year end report of the Arlington Cultural Council

Tom prepared this report and submitted it to the Massachusetts Cultural Council and Arlington Town Hall as required by all LCC's. The final report was received and approved.

Karen Dillon will also distribute a copy of this report to ACC council members and submit it to the Arlington website for posting.

It was mentioned that there are multiple email addresses for council members on our email correspondence. In order to clean up our email list for the new year, Michele volunteered to collect everyone's correct email address and distribute to the group before our February meeting.

#### Item 4: Winter Grantee Reception

The council discussed if the event should take place, and if so, when, where and for what purpose.

After some deliberation we decided that we would like this reception to be combined with our community input meeting. We would like the reception to take place in April. Preferred dates are: (April 11th, 24th, 25th or 26th)

We would like to have the reception/meeting in the Arlington Center for the Arts to utilize their new theatre and align with their Images of Arlington Event in April.

Since Sharon agreed to coordinate the community input meeting, she will contact The Arlington Center for the Arts and look into making arrangements to have the reception there.

It should be a two hour event.  
Suggested time from 6:30-8:30.

It will kick off with a half hour to mingle, a half hour for grantee recognition/presentations. And the final hour should be devoted to group discussions or focus groups for our community input meeting.

We will devote our February meeting to define and plan this event.

#### Item 5: Advocate Arts Quarterly section

Roz has agreed to be the coordinator for the advocate. She will contact Les Masterson at the paper and find out the dates of the next Arts quarterly sections. The council agreed that our goal in this published quarterly is to provide the Arlington public with information about upcoming cultural/arts events, networking for artists and our charter. The next quarterly should contain the name of 2007 award recipients and information about our 2007 projects.

Karen suggested that Roz conduct an interview with Tom where she asks him 10 questions about what the council does, what makes a good grant recipient, and possibly our concerns about incomplete applications for publication in the Advocate.

Item 6: Providing grant applicants to submit their proposals early in order to catch and correct errors.

The council discussed this and decided we will do what we can to provide a grace period for grantees but still must focus in keeping with MCC compliance.

Speaking of the MCC Member Guidelines:

It was determined that we need to all re-read the MCC guidelines and become familiar with the information there before our April community input meeting. Sharon has been looking the guidelines over recently and will email us some parts that we should pay close attention to.

Michele will have a chamber member (printer) print a copy of the guidelines for each council member (this is a thick document)

Council also discussed project grants and fellowship grants and examined circumstances where artists are paid or not paid for their contributions to grant work

In our February meeting we need to talk about our charter for the upcoming year.

Presentation Meetings:

How do we want to present ourselves at the presentation meetings? The council discussed ideas to manage time of presenters, to have all our questions addressed and to be mindful of the presenters possible anxiety and uncertainty.

We talked more about the presentation meetings and what we might change in that process. We talked about having the council members review each grant application and then meeting for a discussion of concerns and questions on applications. It was also suggested that we have 5 standard questions that we ask each applicant.

We may want to change our seating format. Instead of sitting in a row behind a table perhaps in a circle curve.

We should not allow applicants/presenters in the room before the meeting begins so we can have a discussion during that time.

It was suggested that a liaison be assigned to each grant applicant prior to the presentation meeting to help guide the applicant and possibly correct any mistakes in their application.

The meeting adjourned at 8:50 p.m.

Respectfully submitted by Karen Dillon

Karen has reserved the conference room in the Robbins Library for the following upcoming meetings :

Monday, February 12th 7:30-8:45 Upstairs meeting room

Monday, March 12th 7:30-8:45 Upstairs meeting room

Please reserve these dates on your calendar.